

Goshen Farm Preservation Society
Meeting Minutes September 19, 2012

Called by:	Barbara Morgan	Type of Meeting:	Board of Directors
Facilitator:	Stuart Bailey	Recorder:	Barbara Morgan
Date:	September 19, 2012	Time:	7:30 PM
Location:	Cox Room CSC Clubhouse		
BOD Attending:	Stu Bailey, Barbara Morgan, Karen Bailey, Smitty Biondi		
Chairman and members Attending:	Roy Benner, Becky Benner, John Maggio, Patty Feldt		

1. The meeting was called to order at 7:39 PM. There were no new members or visitors to introduce. August Minutes were reviewed and accepted with one change.
 - a) 1. "The June meeting notes ..." should read "The July meeting notes..."
2. President's Remarks: Barbara Morgan stated that the GFPS Report has been submitted to MHT and it will take 30 days for MHT to review. Barbara also stated that the 2nd annual Open house was a well-attended success and she thanked everyone for their help and support. She also asked if there was anything that could be done to improve the event. A suggestion by Roy Benner was to have a Guest Book for attendees to sign and give their e-mail address, home address, and phone number.
3. Committee Reports
 - a) Finances: (Karen) – As submitted. Karen reported that the budget for 2013 needs to be done. She also stated that our checking account was very low. Karen is looking into the cost of having Minute Man do the mailings for the Letter Campaign, the next fundraiser after the Halloween Ball.
 - b) Building/Maintenance: (Nick) – No report submitted.
 - i) Nick Neboshynsky- Improvement Zone, qualifies as a corporate sponsor for the work donated to power wash and paint the Main House. Barbara will talk to Nick about the invoice we will need to submit for the matching grant.
 - ii) Karen did a month by month check on the bill we received from BGE since the electric was restarted. It was very high before the well was redeveloped considering there was virtually no electricity being used and after the well pump was being used for the garden it was still much higher than would be expected. Karen will get the account number to Roy and he will make inquiries to BGE.
 - iii) Roy attended the meeting on septic systems at AACC. He gathered some important information for Goshen Farm's plan for septic installation and met some people who may be helpful in planning and executing.
 - iv) The next major project- the roof- is scheduled to be completed on Saturday, September 29th.

- c) Membership: (Becky) – As submitted. No new memberships as of this report. There are 80 Resident memberships and 28 Non-resident memberships for a total of 108 overall memberships. The Membership Renewal Letters will go out in November, 2012. Barb will get the Membership Renewal Letter to Becky.
 - d) Members Garden: (Nicole) –Report as submitted.
 - i) Plans for the Harvest Dinner scheduled at the CSC Methodist Church on Saturday, September 22 are going well. Tickets are selling on the GFPS Website through Pay Pal and sold at the Open House on Sunday, September 16. Nicole sent out an e-mail with a list of jobs and materials needed for this event to all members and has gotten a good response from volunteers. Publicity for the event is going well.
 - ii) The meeting with the Naval Academy Garden Group went well and Roy reported that they may make a donation to GFPS.
 - e) Communications: (John) – As submitted.
 - i) John reported that website visitation has doubled in the last month.
 - ii) He will temporarily set up a Contact Us using goshenfarm1783@gmail.com. The e-mails will go to Barbara and she sends the e-mail to the appropriate person. John will research alternatives for web visitors to contact Board Members and Chair people and e-mail the Board the communications schema.
 - iii) Pay Pal for the Harvest dinner will go down on September 22 and Pay Pal for the Halloween Ball will go up.
 - f) Grounds: (Roy) – As submitted.
 - i) Roy and Becky mentioned the trees that need to be taken down or trimmed as a matter of safety. Barbara will contact Benton Huntman to discuss taking down the tree next to Servant’s Quarters and trim trees inside the fenced Main House yard.
 - ii) Barbara and other members thanked Roy for all the work he did to get the grounds ready for the Open House.
 - g) Fundraising: (Open Chair) – N/A
 - h) Oral History: (Patty-looking for a new Chair) - No report submitted. Barbara Morgan again mentioned that member; Barbara Breeden met a gentleman who use to dine with the Radoffs at Goshen Farm. He is willing to do an oral history with us. Finding someone to do this is a must. Karen has been in contact with Stephanie Kastle of AACC Service Learning Group. They may potentially be of help on these oral histories. Karen will fill out the forms necessary and submit to AACC. Becky will e-mail Barbara the name and e-mail of the Sharing Garden member who does oral histories. Patty will compile a list of people to interview.
 - i) Caper: (Open Chair) – Barbara will do an article on the Halloween Ball for October. She will include a thank you to Ball sponsors.
 - j) History Research: (Scott) – Scott is willing to do a history presentation at the CSCIA Annual Meeting.
4. Special Projects-

- a) Letter Campaign -Another letter campaign is considered for late fall 2012, and Karen is researched bulk rate cost for 2500 letters (\$500.00). Karen will contact Minute Man Press to check their price now to do the mailing and see if they will donate paper and envelopes.
 - b) Harvest Dinner – Nicole is chairing this event. Advertising on the website and in other media is done and tickets sales through Pay Pal on the website, at the Open House are going well. She has also sent out an e-mail blast to members to sign up to help and /or bring things. Board Members feel it is important for them to attend and help.
 - c) Halloween Fundraiser –
 - i) Karen reported that she has enough sponsors for the ball.
 - ii) Beth Rocca will be catering and will add a few more main food dishes and replace the pumpkin did with another desert.
 - iii) Smitty reported that the auction item request letters were delivered or mailed in late August (approximately 80 letters). To date she has received 8 items with a promise of 3 more items. She will be visiting and contacting these businesses or individuals again to move them along. John will contact other potential businesses for items (making sure there is no duplication).
 - iv) Barb said her friend Tiffany made a donation of a cab ride.
 - v) The cake wheel was discussed. It was decided that it could be set up in the Cox Room. We will need quite a few cakes and other items such as gift cards for winners. Karen is working on how the wheel and strip will be coded.
5. On-Going Business
- a) Event Planning Chair, Fundraising Chair, and Oral History Chair are still needed. John will include pleas for volunteers to fill these positions in each eblast.
 - b) Eagle Scout Projects –
 - i) Alden Bogley has completed the garden shed. Roy finished repainting it in time for the Open House.
 - ii) Jeffrey Bailey’s sign board is targeted for early October as a completion date. He will complete in three stages: Assembly stage 1 at home by the week of September 22, stage 2 at Goshen Farm digging post holes, pouring concrete, and setting posts by the week of October 1st, and stage 3 completing the rest of the assembly by the week of October 8th.
 - iii) MES will not give GFPS a grant because we already have a state matching grant. Linda Beck will contact the Board with her final report on this grant request.
 - iv) Annapolis Pest Control treated Goshen’s Main House and Caretaker Cottage for termites on September 17th. They donated their work, valued at \$1200.00 and qualified as a Corporate Sponsor.
6. New Business
- a) Stu will be sending out an e-mail for suggestions and then a final letter explaining changes to our by-laws in September to the membership.

7. From the Floor Comments: It was suggested that a link for the band, Jazz Perpetrators, be placed on the website. Jazz Perpetrators played at two Java and Jazz fundraisers and this year's Open House for free.
8. Actions were not reviewed.
9. Meeting adjourned at 10 PM.

ACTIONS					
Status Key: New, Working, Completed (CTD), Overcome By Events (OBE)			Color Key: Green: On target; Yellow: Issues; Red: Problems; Blue CTD or OBE		
Cntrl #	Task	POC/ Lead	Due Date	Status	Comment
028-09-10	Contact CAT South for Technical assistance	Stu	10-30-10	Working	
031-09-10	Identify duties and qualifications for caretaker			Working	
032-09-10	Identify rent/ utilities for Caretaker Cottage			Working	Jan '11 Clean-up
035-11-10	Spray bleach behind ceiling in bathroom		12-30-10	OBE	Will be ripping that out during cleanup
040-12-10	Locate septic system for both houses	Roy/Greg/Doug	12-30-10	Working	Septic for Caretaker Cot. Located/Roy may have found main house septic
050-02-11	Renew Domain name	John	03-15-13	working	
053-03-11	Research cost and possible donation of heat pump, HVAC SYSTEM	Jason	04-15-11	working	Heat pump vs. window ac and baseboard heat
056-03-11	Research available private sector grants for GFPS	Lou	05-30-11	Working	
057-04-11	Get completed plans for caretaker cottage to BOE	Nick or Bld chair	10-10-11	Working	With Teresa Todd now
058-07-11	Set up free contract with Economy Pest Control	Smitty	09-30-11	CTD	Cottage and main house done by Annap. Pest Control
064-01-12	Organize list of projects for BS projects/ Mmbr Projects	Stu	02-15-12	CTD	Suggestions from Mmbrshp Comm. Chair
065-01-12	Dumpster for interior demolition	Bld chair	04-18-12	Working	Need to put junk from demo
069-03-12	Contact Teresa about Caretaker Cottage plans and foundation	Nick	04-31-12	Working	Roof supplies done, gutters: getting a quote- Barb Paint for exterior done- Nicole
081-04-12	Contact Annap. Chamber of commerce about not for profit table for 7/04	Patty	04-31-12	OBE	Selling Kayak raffle tickets
083-04-12	Get list of Dr. Radoff's books to Roy and Becky	Stu	04-31-12	Working	Needs titles, etc. to research value
085-08-12	Contact Jane Cox about roofing underlayment replacement materials	Barb	09-10-12	Working	Needs to be ordered before roof is done on 9/29
086-08-12	Correct Open House Flyer to Sunday, September 16, 2012	John	09-01-12	CTD	Done soon so flyers can be put up
087-08-12	Review Capital Campaign letters with Lisa Jacobs	John	08-24-12	Working	Karen will e-mail copies of '09 and '10 letters
088-08-12	Get price for bulk rate for 2500 Capital Campaign letters	Karen	10-01-12	CTD	\$500.00 November mailing time frame
089-08-12	Request Port A Pot for Open House	Barb	09-01-12	CTD	Got A Go
090-08-12	e-mail communications Schema for web page visitors to contact Bd. Members or Chairs directly	John	09-30-12	Working	Presently e-mail requests go to gfps1783.com and Barb forwards to appropriate person
091-08-12	Get pertinent information to Linda Beck for MES Grant presentation on new septic system	Barb, Stu, Roy, Doug	ASAP	CTD	Linda made presentation and grant was denied due to GFPS having state grant
092-08-12	Create letter on by-law changes to go out to members	Stu	09-15-12	Working	Reason for this in body of minutes "New Business"
093-08-12	Doug McClellan will contact DJ friend and then e-mail Barbara with info	Doug	09-01-12	Ctd	Too expensive so using another DJ

Completed Actions

002-02-10	Update/create new Capital Campaign Letter	Barb/Karen	03-31-10	CTD	Target June	Gene Barnhart
005-02-10	Keys to back door & gate will be made and tested	Patty	03-01-10	CTD	Blizzards prevented testing of keys, Keys tested	
006-02-10	Response to General Services re :bond extension	Patty	Unknown	OBE	Not renewed, budget constraints	
009-02-10	Make call to obtain donated kayak(s) raffle item	Sharon	02-31-10	CTD	Gene Barnhart did not respond.	
010-02-10	Call Dave about bushel of crabs raffle item	Karen	Unknown	OBE	Not in raffle	
013-03010	Get industry info on work masks for future clean-ups	Tom	04-01-10	CTD	Presented at April meeting	
016-04010	Find people with chainsaws to cut down fallen trees, branches	Stu	05-01-10	CTD		
004-02-10	Update web site	Stu	unknown	CTD	Barb will e-mail clean-up volunteer list-Stu	
008-02-10	Contact Lana Truelove re oral histories	Patty	Unknown	CTD	MRMS, LA project started	
012-03-10	Contact Act. Chmn from Future Care for oral history sources	Kay	04-01-10	OBE	Project has started	
015-04-10	Set up site meeting with Tim Lindsay, Corrine, Barb	Karen	05-03-10	CTD	Meeting June 11,2010	
017-04-10	Locate, have donated, or purchase kayak(s) for raffle	Stu, Tom, Smitty	05-01-10	CTD	Barb has two at cost –Bass Pro Shop	
018-05-10	Draft and send letter to Bass Pro re: Kayaks at cost	Barb	ASAP	CTD	Bass Pro gave two at cost	
020-05-10	Send e-mail to Sam Gallager re: CSCIA Bd. Liaison	Stu	05-30-10	OBE		
021-05-10	Review election rules and revise if nec.	Stu	05-30-10	CTD		
022-05-10	Add number in family to membership form	Joan	05-30-10	CTD	Joan changed form	
023-05-10	Consult accountant. Re: using Quick Books for Budget	Karen	ASAP	CTD	Karen ready to go	
014-04-10	Set up meeting with BOE for lease	Patti	05-01-10	CTD	BOE meeting August 18 th	
007-02-10	Tax filing	Patty	Unknown	CTD	Sent 9-14-2010	
024-06-10	Review website for section for membership and pay on line	Karen, Stu	ASAP	CTD	Need "Donate" bar, pay on line CTE	
025-09-10	Visit caretaker cottage for inspection	Paul, Barb	09-30-10	CTD	Generated partial list	
019-05-10	Measure cub. Ft. needed for storage of artifact	Stu	05-30-10	CTD	12''by 12' minimum needed	
029-09-10	Contact Insurance carriers for Quotes	Lou	10-30-10	CTD	Will go with CNR – Erie Insurance Quote	
033-09-10	Contact Ms. Truelove, MRMS, regarding Oral history proj.	Patti	10-30-10	CTD	Mrs. Truelove says on-going GFPS will support	
036-11-10	Further research on credit account	Karen	12-30-10	CTD	Reasonable cost, will continue for fundraisers	
037-11-10	Write and send out letters to old members to reactivate	Joan	12-30-10	CTD	One renewal received	
039-11-10	Contact Darian for CAD file for main house dimensions	Barbara	12-30-10	CTD	Jason needs for planning,	

044-12-10	Contact Paula McCarthy regarding Spring event	Stu	12-30-10	CTD	Not involved with Java and Jazz this spring
045-12-10	Secure items for spring event (coffee, tea, confections, SA items)	Barb/Karen	02-30-11	CTD	
046-12-10	Contact county regarding walking path coordinates	Corinne	01-31-11	CTD	Meeting held, path coordinates identified
009-02-10	Find donated storage space for Goshen artifacts	Lou	05-01-10	CTD	No free rental storage available nearby
026-09-10	Make a list of materials needed for Caretaker Cottage Renov.	Paul, Jason	10-30-10	CTD	Paul did an initial list, Jason completed
030-09-10	Check with BOE for method of Background Check (caretaker candidates)	Patti	10-30-10	CTD	If caretaker is employee, need bkgnd. chk, If not, up to GFPS
034-09-10	Research cost of GFPS T-shirts	Karen	10-30-10	CTD	Silkscreen ordered
041-12-10	Call BGE to set up meeting regarding steps to repair power	Jason ,Barb		CTD	Electric must be permitted, installed and inspected first. Rob will handle.
047-12-10r	Ask Gordon or Benton about Bush Hog	Barbara/ Corinne		CTD	Bush hogging 3/12
052-02-11	Contact Scout Master, troop 2214 for help clearing path	Corinne	03-15-11	CTD	Agreed to help
038-11-10	Contact Karen Petroff for Corporate Letter for campaign	Karen	12-30-10	CTD	
043-12-10	Set up facebook connection with website for comments	Barb /Karen		CTD	
049-02-11	Submit grant renewal to Host Gator	Karen	04-15-11	CTD	Grants no longer available, will pay fee
051-03-11	Paul will get materials list in an excel spreadsheet to Jason	Paul	03-14-11	CTD	To get out to ABC and other contractors
054-03-11	Modify home page calendar of events	Karen	04-30-11	CTD	Improve visibility of events
055-03-11	Make 4 extra Goshen key sets	Sharon	04-15-11	CTD	For security and Jason
027-09-10	Assign parts of list to members to call suppliers for materials donation	Barbara	11-15-10	OBE	Jason is coordinating donations for cottage
042-12-10	Locate a storage unit for onsite (purchased or donated)	Jason/Barb	02-30-11	CTD	Storage Container purchased in July for \$1000 and moved on site
052-03-11	Give copy of insurance policy to Jason	Stu	03-15-11	CTD	Questions on liability and buildings answered
062-09-11	Contact Barbara Breeden to get possible dates for Java & Jazz	Barb	12-30-11	CTD	Have dates – need to designate one
048-12-10	Make a list of corporations to target	All		CTD	
061-09-11	Trenching for electrical lines to Main House and box	Roy	12-30-11	OBE	lines will remain on poles
059-07-11	Research and set up Pay Pal account for new website	Karen	10-30-11	CTD	Will enable Nicole to set up buttons on website
063-01-12	Get quotes for letterhead stationary and envelopes	Nicole	02-15-12	CTD	Needed for all Chairs
067-02-12	Three estimates for well redevelopment, pressure tank, and lines	Roy	03-31-12	CTD	Well is viable for the present needs
068-03-12	Three estimates for completion of well development, pump, pressure tank, and lines	Roy	03-31-12	CTD	There is water for the garden and a timer to turn on and shut off
060-09-11	Create ID cards for Board and Chairs with Tax and IRS numbers	Karen	12-30-11	CTD	Make it easier to get donations of \$ and materials
066-01-12	Complete GFPS Taxes	Patty, Karen	03-31-12	CTD	
079-04-12	Add John Maggio as “admin” on Garden and GFPS Facebook pages	Nicole/Barb	04-31-12	CTD	Give John access to make changes

